



25 Capitol St. • Room 437
Concord, NH 03301
(603) 271-2702

License #	Date Processed
License Dates	Form #
Check #	Amount \$
(Do Not Write in Above Spaces)	

FORM 5-RE
AMENDMENT
Rev. 10/96

AMENDMENT NOTIFICATION/REQUEST FORM

FEE \$15.00

Make check payable to: TREASURER, STATE OF NEW HAMPSHIRE

PRINT or TYPE ONLY. Check off boxes applicable to this amendment notification. To avoid delays in processing, provide ALL information requested pertaining to your amendment.

NAME: _____

LICENSE TO BE AMENDED: Check ONE. ☐ Salesperson ☐ Broker ☐ Firm/Corporation

CHECK APPLICABLE BOX(ES)

☐ **Change of Name:** (must be accompanied by wall license(s), *pocket ID card(s), and \$15.00 fee for each amendment)

Previously known and licensed as: _____

License # _____ Effective date of change** _____

New Name _____

* Firms/Corporations MUST also return all branch office wall licenses for correction.

** Copy of legal documentation, verifying name change, MUST also accompany this request (ie: marriage certificate, divorce decree, etc.)

☐ **Change of Address:** (\$15.00 amendment fee required; however, wall license and pocket ID card are ONLY REQUIRED when a correction to the license certificate is necessary)

RESIDENCE - OLD Address _____

NEW Address _____

Telephone # _____

BUSINESS (For firms/corporations ONLY)

BUSINESS Name _____

OLD Address _____

NEW Address _____

Telephone # _____

WORK LOCATION (For salespeople working for the same broker but at a different branch office OR for a broker working as a sales associate for another broker)

BUSINESS Name _____

OLD Address _____

BUSINESS Name _____

NEW Address _____

Telephone # _____

☐ **Change of Employing Broker: (For salespeople ONLY) (Must be accompanied by wall license, pocket I.D. and \$15.00)**

PART I (to be completed by previous employing broker – NO FEE required)

_____ is no longer employed or engaged under contract by me to perform services
NAME OF SALESPERSON
as a real estate salesperson effective _____. I am no longer in possession of the wall certificate for said salesperson, I returned
same to him/her. This notice is being filed in accordance with RSA 331-A:4-e and Rea 404.03.

SIGNATURE OF BROKER
License # _____ DATE _____

PART II (to be completed by salesperson – NO FEE required)

I, _____, am no longer employed or engaged under contract
NAME OF SALESPERSON
by _____ to perform services as a real estate salesperson, and am
NAME OF PREVIOUS EMPLOYING BROKER
submitting my wall certificate and pocket ID card as required by RSA 331-A:4-e and Rea 404.03. I understand that my license
will lapse unless I obtain employment by a broker within two (2) years.

SIGNATURE OF SALESPERSON
License # _____ DATE _____

PART III (to be completed by new employing broker – MUST be accompanied by \$15.00 amendment fee)

Upon receipt of his/her license, _____ will be employed or under
NAME OF SALESPERSON
contract by me to perform services as a real estate salesperson, and will work under my supervision. I will display his/her license
prominently at my place of business, and when he/she leaves my employ I will immediately notify the New Hampshire Real
Estate Commission as required by RSA 331-A:4-e and Rea 404.03.

Broker's Name _____ Broker License # _____

Business/Firm Name _____ Firm License # _____

Business Address _____

Business Telephone # _____

SIGNATURE OF EMPLOYING BROKER

State of _____

County of _____

Subscribed and sworn to before me this _____ day of _____ 19 _____

(Notarial Seal)

NOTARY PUBLIC/JUSTICE OF THE PEACE
My commission expires: _____

☐ **Tradename Change: (For broker and firm/corporate licenses ONLY – must be accompanied by wall license, pocket ID card and \$15.00 amendment fee)**

ADDITION OF TRADENAME

_____ will be transacting the business of real estate brokerage under
NAME OF BROKER/CORPORATION
the following tradename: _____. This tradename is registered with
(MUST READ EXACTLY AS REGISTERED WITH NH SECRETARY OF STATE)
the NH Secretary of State* as required by RSA 331-A:4 and has a tradename expiration date of: _____.

(For broker license amendment) _____
OR _____
(For corporate license amendment) _____
SIGNATURE OF BROKER DATE
SIGNATURE OF PRINCIPAL DATE

TITLE (WITHIN FIRM)

***NOTE: A COPY OF THE CERTIFICATE OF REGISTRATION OF TRADENAME MUST ACCOMPANY THIS AMENDMENT REQUEST.**